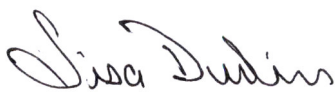
	Montana Department of Transportation	Date Issued: September 8, 2008
CONSTRUCTION MEMO		Date Effective: September 8, 2008
		Related Specifications: 618
Subject: Traffic Control Documentation		

To: Distribution

From: Lisa Durbin, P.E., 
Construction Administration Services Engineer

In the past, traffic control has been recorded and tracked differently across the state. With the implementation of SiteManager, we have the opportunity to standardize the way traffic control is documented. This memo is to define and clarify the minimum requirements of traffic control documentation and the process to be followed, and supersedes all email guidance and construction memos on the subject.

In SiteManager, traffic control quantities are recorded using a template associated to the Daily Work Report (DWR). At a minimum, traffic control needs to be defined by work zone (or purpose) with stationing. The actual sign designations are not required, but due to the different groups of items in the traffic control rate schedule, a different row for each type of device is required.

The following information is required for each row on the template:

- Begin \ End Station – for defined work zones, enter the begin station on the first row of the work zone series and the end station on the last row of the work zone series. Enter a slash “\” on the rows in between to indicate that they are within the same setup. If the devices are not for a defined work zone (e.g. replacing destroyed devices), enter “misc” in the stationing. For miscellaneous devices, the actual stationing can be entered, but it is not required.
- Work Zone Description – for defined work zones, enter a brief description of the work zone. If the devices are not for a defined work zone, indicate the purpose.
- Device – typically, this is the category of the device, such as candle, barrel, sign, flagger, etc. If there are several different signs with different group numbers, it is suggested that the sign designation (e.g. G20-1) be entered to differentiate the signs. Otherwise, each of those rows must have a station.
- Installation Type – this is also designated in the specification as category number. Installation type 1 is for a new (standard) installation and type 2 is a reset (adjustment) item, as per Subsection 618.05.1.
- Group Number – this is the group number from the Traffic Control Rate Schedule.
Note: portable signs are group no. 1.

- Start / Stop Time – this is the begin or end time for devices tracked by the hour, entered in military time
- Number of Items – this is the number of devices used.

Multiple work zones or miscellaneous devices can be recorded on a single template for the day. However, multiple sequence numbers (and occurrences of the template) can be used on the same DWR, if desired.

There is a Traffic Control report in Oracle. This report must be run regularly and given to the contractor. If the project is fairly straightforward, or with limited work zones required at a time, the report can be run once a week. If there are many different activities, the report should be run more frequently (even daily). The contractor does not sign the report or give it back. However, the report is to give them the opportunity to see what has been recorded and raise any questions or issues with the EPM.

Examples of the template and the Oracle report are attached. Call me at 444-0453 if you have any questions.

copies: SiteManager Users
 Steve Garrison, Legal

DWR window:

Daily Work Reports

DWR Info Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: 11106 Inspector: Durbin, Lisa Date: 04/02/08

Project Nbr: 5527023000 Line Itm Nbr: 0240 Item Code: 618030005 Category Nbr: 0001

Item Desc: TRAFFIC CONTROL DEVICES CB Unit Price: \$90000

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 203823.000 Qty Authorized to Date: 200000.000 Units Type: UNIT

Qty Installed to Date: 200,000.000 Bid Qty: 150000.000 Pay To Plan Qty: ☐

Status: Active Qty Paid to Date: 200,000.000 Current Contract Qty: 150000.000

Dsc Seq Nbr	Description	Placed Qty.	Plan Page Number	Templt Used
1	Permanent project signs	694.0000		<input checked="" type="checkbox"/>

Placed Qty: 694.000 Plan Page Nbr: 0 Contractor: OMD CONSTRUCTION INC MBE

Dsc Seq Nbr: 1 Desc: Permanent project signs Measured Indicator: ☐

From: Station + Offset Distance To: Station + Offset Distance

Material Inspection Detail

Material Component Cont Est Matrl Qty Satisf Repr Matrl Qty Reprt Matrl Qty Matrl Unit

Note the sequence number on the DWR. Multiple sequence numbers can be used, but is not required. For each new sequence number, a blank template is opened.

Template:

DWR Template - 6180501TRC

Contract: 11106 Inspector: Durbin, Lisa DWR Date: 04/02/08

Project Nbr: 5527023000 Line Itm Nbr: 0240 Loc Seq No: 1

Item Code & Desc: 618030005 TRAFFIC CONTROL DEVICES CB

Contract Id: 11106 Project: 5527023000 Item: 618030005 Print

Template: 6180501TRC Description: TRAFFIC CONTROL

Total Placed: Provision Effective Date: 8 November 2007

Remarks: Next

Begin or End Stn.	Work Zone Desc.	Device	Inst. Type	Group No.	Time Start	Time Stop	Hours	Units Each	No. of Items	Total Units
12+50	Perm road work	G20-1	1	2	00:00	00:00	0.00	116.0	1.0	116.00
\		R2-15	1	4	00:00	00:00	0.00	154.0	1.0	154.00
\		G20-2	1	2	00:00	00:00	0.00	116.0	1.0	116.00
198+60		R2-1	1	4	00:00	00:00	0.00	154.0	2.0	308.00
Total Traffic Control Units										694

*** Installation Type (Category): 1 = Standard Installation; 2 = Adjustment. ***
 *** Start and Stop times will be entered in military format (e.g., 14:12). ***
 * Use the group no. to record the zone for flaggers and pilot cars (e.g. 35-1) = pilot car, zone 1.

DWR window:

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: 11106 Inspector: Durbin, Lisa Date: 04/16/08

Project Nbr: 5527023000 Line Itm Nbr: 0240 Item Code: 618030005 Category Nbr: 0001

Item Desc: TRAFFIC CONTROL DEVICES CB Unit Price: \$90000

Supp Desc 1:

Supp Desc 2:

Qty Reported to Date: 203823.000 Qty Authorized to Date: 200000.000 Units Type: UNIT

Qty Installed to Date: 200,000.000 Bid Qty: 150000.000 Pay To Plan Qty: ☐

Status: Active Qty Paid to Date: 200,000.000 Current Contract Qty: 150000.000

Dsc Seq Nbr	Description	Placed Qty.	Plan Page Number	Templt Used
1	Work zones	1,741.000	0	<input checked="" type="checkbox"/>

Placed Qty: 1,741.000 Plan Page Nbr: 0 Contractor: OMD CONSTRUCTION INC MBE

Dsc Seq Nbr: 1 Desc: Work zones Measured Indicator: ☐

Station	Offset	Distance	Station	Offset	Distance
From:	+	.000	To:	+	.000

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
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Template:

DWR Template - 6180501TRC

Contract: 11106 Inspector: Durbin, Lisa DWR Date: 04/16/08

Project Nbr: 5527023000 Line Itm Nbr: 0240 Loc Seq No: 1

Item Code & Desc: 618030005 TRAFFIC CONTROL DEVICES CB

Contract Id: 11106 Project: 5527023000 Item: 618030005 Print

Template: 6180501TRC Description: TRAFFIC CONTROL

Total Placed Provision Effective Date: 8 November 2007

Remarks: Next

Begin or End Stn.	Work Zone Desc.	Device	Inst. Type	Group No.	Time Start	Time Stop	Hours	Units Each	No. of Items	Total Units
13+75	close right lane	signs	1	1	00:00	00:00	0.00	15.0	14.0	210.00
\		w/20-7	1	24	06:50	16:10	9.33	4.0	2.0	74.67
\		flaggers	1	34-1	06:50	16:10	9.33	52.0	2.0	970.67
\		barrels	1	17	00:00	00:00	0.00	9.0	10.0	90.00
43+20		candles	1	22	00:00	00:00	0.00	4.0	23.0	92.00
65+10	equip entrance right	signs	1	1	00:00	00:00	0.00	15.0	6.0	90.00
\		w/20-7	1	24	00:00	00:00	0.00	4.0	1.0	4.00
85+00		flagger	1	34-1	00:00	00:00	0.00	52.0	1.0	52.00
misc	replacement	candles	1	22	00:00	00:00	0.00	4.0	5.0	20.00
156+75	close right shoulder	signs	1	1	00:00	00:00	0.00	15.0	6.0	90.00
182+00		barrels	1	22	00:00	00:00	0.00	4.0	12.0	48.00
Total Traffic Control Units										1741

*** Installation Type (Category): 1 = Standard Installation; 2 = Adjustment. ***
 *** Start and Stop times will be entered in military format (e.g., 14:12). ***
 * Use the group no. to record the zone for flaggers and pilot cars (e.g. 35-1) = pilot car, zone 1.

The Oracle report is on the following page:

15 SEP 2008

MONTANA DEPARTMENT OF TRANSPORTATION

Page 1 of 1

SiteManager Traffic Control DWR Template Report

STMR0071

(04/02/2008 - 04/16/2008)

Contract ID: 11106 Project Nbr: 5527023000 Project Name: SOUTH OF SIDNEY - SOUTHWEST Ln Itm Nbr: 0240 Dsc Seq Nbr: 1
 DWR Date: 04/02/2008 Inspector: Durbin, Lisa-T0285 Template ID: 6180501TRC

Remarks:

Begin \ End Stn.	Work Zone Desc	Device	Inst Type	Grp No	Time Start	Time Stop	Hours	Units Ea	Nbr of Items	Total Units
12+50	Perm road work	G20-1	1	2			0.00	116	1.0	116.00
\		R2-15	1	4			0.00	154	1.0	154.00
\		G20-2	1	2			0.00	116	1.0	116.00
198+60		R2-1	1	4			0.00	154	2.0	308.00
Total Traffic Control Units										694

Contract ID: 11106 Project Nbr: 5527023000 Project Name: SOUTH OF SIDNEY - SOUTHWEST Ln Itm Nbr: 0240 Dsc Seq Nbr: 1
 DWR Date: 04/16/2008 Inspector: Durbin, Lisa-T0285 Template ID: 6180501TRC

Remarks:

Begin \ End Stn.	Work Zone Desc	Device	Inst Type	Grp No	Time Start	Time Stop	Hours	Units Ea	Nbr of Items	Total Units
13+75	close right lane	signs	1	1			0.00	15	14.0	210.00
\		W20-7	1	24	06:50	16:10	9.33	4	2.0	74.67
\		flaggers	1	34-1	06:50	16:10	9.33	52	2.0	970.67
\		barrels	1	17			0.00	9	10.0	90.00
43+20		candles	1	22			0.00	4	23.0	92.00
65+10	equip entrance right	signs	1	1			0.00	15	6.0	90.00
\		W20-7	1	24			0.00	4	1.0	4.00
85+00		flagger	1	34-1			0.00	52	1.0	52.00
misc	replacement	candles	1	22			0.00	4	5.0	20.00
156+75	close right shoulder	signs	1	1			0.00	15	6.0	90.00
182+00		barrels	1	22			0.00	4	12.0	48.00
Total Traffic Control Units										1,741

Cumulative Total Units (on templates) 2,435